



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: COUNTY CLERK RECORD ARCHIVE (180-002)

DATE: May 22, 2009

CURRENT POSITION TITLE: DEPUTY CLERK-TEMP

CURRENT SLOT. #: T001, T002, T003 and T004

REQUESTED POSITION TITLE: N/A  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other 6 MONTHS EXTENSION

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:     \$ 0.00     Current Budgeted Salary     \$ 20,800.00 x 4     Proposed Budgeted Salary     \$ 83,200.00     Net Change

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
 Other Position is for six (6) months only. Salaries will be prorated accordingly.

**POSITION Type:**

Full Time Employee Object 113     
 Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121     
 Part Time Temporary Object 122  \$ 10.00 \* 2,080 = \$20,800.00  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>07/01/09</u>	<u>12/31/09</u>	<u>8 – 5 MON. – FRI.</u>	<u>40 hrs</u>	<u>6 months / 12/31/2009</u>
<small>Start Date</small>	<small>End Date</small>	<small>Working Days &amp; Hours</small>	<small>Hours Per Week</small>	<small>Duration (2 weeks, 3 months, etc.)</small>

CIVIL SERVICE:     FLSA:

Exempt          Exempt    

Non-Exempt          Non-Exempt    

N/A    

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

EMPLOYEES ARE ASSIGNED TO WAREHOUSE – COMPLETEING INVENTORY OF FILES AND PREPEARING FOR 2<sup>ND</sup> PHASE – DESTRUCTION OF RECORDS AS ALLOWED BY STATE LIBRARY OF ARCHIVES

**NEW POSITION:** Brief job description and attach a copy of the new job description.

---

---

---

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

---

---

---

**COMMENTS:** (Any comments you wish to make regarding this request)

---

---

---

**HUMAN RESOURCES:** Classification and Salary Recommendation

---




---

---

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

---

---

1.	 DEPARTMENT HEAD	5/22/09 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/26/09 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/22/09 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



**NEW POSITION:** Brief job description and attach a copy of the new job description.

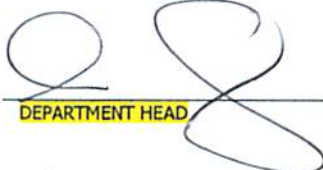
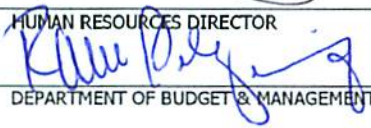
INVENTORY OF FILES, FILING DOCUMENTATION, SCANNING RECORDS

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	5/22/09 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/22/09 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			